



2<sup>nd</sup> November 2020

Dear Parent

Hamlyn Views School is looking forward to another great year of teaching and learning and would like to advise you of Hamlyn Views School's parent payment arrangements for 2021.

Please find the fee schedule for 2021 attached. Please complete this form and return to the school by 16<sup>th</sup> November 2020 so the school can prepare accordingly. **Payment is not required until the start of the school year and you have the option to wait to receive your statement in Term One which will contain BPAY instructions.**

Hamlyn Views School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

### Financial Support for Families

Hamlyn Views School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief – may cover the cost of new school uniforms and shoes for disadvantaged students. State Schools Relief only responds to requests from school principals, assistant principals or welfare coordinators. Parents or Carers who are struggling need to make an appointment with the school to discuss their situation.

### COMMUNITY ASSISTANCE PROGRAMS

- Saver Plus is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs. Information can be obtained from the school office.
- The Smith Family's Learning for Life program provides financial support, guidance and mentoring for disadvantaged students. The Smith Family works with a select number of schools and may require referral from the school principal.
- Travellers Aid Australia's Pathways to Education program provides student travel passes to young people experiencing financial difficulties, enabling them to travel to school or other forms of training and education. The program is limited to students who attend secondary education in an alternative setting, namely community schools and secondary education at a tertiary institution.
- Good Shepherd Microfinance provides affordable financial programs for people on low or limited incomes that may assist families to afford educational costs and other expenses. The No Interest Loan Scheme (NILS) provides access to fair and safe credit (up to \$1,200) for the purchase of essential goods and services delivered through a network of local community organisations in 650 locations across Australia, including through Financial

Counselling Victoria and Travellers Aid. Uniting Care Geelong is the local administrator of Good Shepherd Microfinance.

Staff will be proactive in engaging with parents disconnected from the school who may be experiencing hardship. These families will be referred to the Business Manager or Wellbeing staff and be discreetly approached when needing support and special payment arrangements.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Carolyn Haskett (Business Manager)

Ph: 03 5215 5700 Email: Carolyn.haskett@education.vic.gov.au

### Payment Methods

Hamlyn Views School accepts the following payment methods:

- **Cash or cheques** directly to the office or in an envelope to the class teacher
- **BPAY** – payment directly to school by using your BPay Biller Code and Reference No. found on your family statement
- **Direct Deposit** – set up a once off or regular direct deposit from your bank account to the school account
- **Centrelink** - the school is registered with Centrelink to receive payments from families via their Centrepay system which is only available to holders of relevant current Centrelink benefit cards

A range of support options are available to assist parents, and a payment plan may be organized with the Business Manager, Carolyn Haskett.

For further information on the Department's Parent Payments Policy please see a one page overview attached.

Yours sincerely,

PRINCIPAL

Suzanne Armstrong

SCHOOL COUNCIL PRESIDENT

Jessica Harriott

## FEE SCHEDULE – FOUNDATION, EARLY AND MIDDLE YEARS

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Hamlyn Views School also continues to welcome your voluntary contributions for 2021.

Please complete this form and return to the school by 16<sup>th</sup> November 2020 so the school can prepare accordingly.

### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please indicate which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
<b>Literacy and numeracy materials</b> Reading Eggs subscriptions, math online subscriptions, TEACCH materials	\$40.00
<b>Classroom materials – bulk purchases</b> Paper, pencils, crayons, laminating pouches, gluesticks, velcro, paint, sharpener, ruler,	\$40.00
<b>Art materials – bulk purchases</b> Paints, paper, pastels, coloured card, crayons, markers, paint pens, paint brushes, canvases, craft materials.	\$30.00
<b>Classroom cooking programs</b> Ingredients to be used in cooking consumed by students	\$40.00
<i>Given students individual needs, not all items listed above will be used by every student. For some students, alternative resources will be provided to assist with access to the curriculum.</i>	
<b>TOTAL</b>	<b>\$150.00</b>

### Optional Items

Hamlyn Views School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Item	Amount
Optional camps and excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.	To be advised
Attendant care needs	\$40.00

Sunscreen, tissues, gloves, wipes	
<b>TOTAL</b>	\$40.00

**Voluntary Contributions**

Hamlyn Views School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school’s important priorities for 2021 as well as providing additional activities and services for all students. Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

Voluntary Contribution	Tax deductible	Suggested Voluntary Contribution per family	Amount
General Contribution	Yes	\$100	
Music Therapy Equipment	Yes	\$20	
Allied Health Therapy Equipment	Yes	\$20	
Hamlyn Views School is an endorsed Deductible Gift Recipient. All voluntary contributions are tax deductible for amounts of \$2 or more.			
<b>TOTAL</b>			\$

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

**Parent Payment Charges**

Essential Student Learning Items	Amount _____
Optional Items	Amount _____
Voluntary financial contribution	Amount _____
	<b>TOTAL</b> _____

## FEE SCHEDULE – SECONDARY

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Hamlyn Views School also continues to welcome your voluntary contributions for 2021.

Please complete this form and return to the school by 16<sup>th</sup> November 2020 so the school can prepare accordingly.

### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please indicate which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
<b>Student Stationery Pack</b> Glue Sticks Ballpoint pen - blue Calculator Mesh Pencil Case - A4 Student Diary Display Books x 2 Erasers Exercise Books A4 64pg x 2 Exercise Books A4 96pg x 2 Scrapbooks Document wallet x 3 Connector Pens - 12 HB Pencils 2B Pencils Coloured pencils - 12 Ruler Sharpener	\$38.80
<b>Literacy and numeracy materials</b> Reading Eggs subscriptions, math online subscriptions, TEACCH materials	\$30.00
<b>Classroom materials – bulk purchases</b> Paper, laminating pouches, Velcro, various craft items	\$41.20
<b>Art materials – bulk purchases</b> Paints, paper, pastels, coloured card, crayons, markers, paint pens, paint brushes, canvases, craft materials.	\$40.00
<b>Student ID Card</b> For use on excursions	\$10.00
<b>Classroom cooking programs</b> Ingredients to be used in cooking consumed by students	\$40.00
<i>Given students individual needs, not all items listed above will be used by every student. For</i>	

<i>some students, alternative resources will be provided to assist with access to the curriculum.</i>	
<b>TOTAL</b>	<b>\$200.00</b>

### Optional Items

Hamlyn Views School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Item	Amount
Optional camps and excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.	To be advised
<b>Attendant care needs</b> Sunscreen, tissues, gloves, wipes, grooming supplies.	\$30.00
<b>TOTAL</b>	<b>\$30.00</b>

### Voluntary Contributions

Hamlyn Views School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students. Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

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TOTAL \$

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

**Parent Payment Charges**

Essential Student Learning Items

Amount \_\_\_\_\_

Optional Items

Amount \_\_\_\_\_

Voluntary financial contribution

Amount \_\_\_\_\_

**TOTAL** \_\_\_\_\_

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities enhance or broaden schooling experience for students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.